

ROANOKE COUNTY PUBLIC LIBRARY POLICY AND PROCEDURE MANUAL

MEETING ROOM POLICY

PURPOSE:

The purpose of the Roanoke County Public Library's meeting rooms is to serve the residents, organizations, and government as a central location for meetings and educational and cultural activities. The meeting rooms are available by reservation, at a nominal charge.

PERMITTED USE:

Library meeting rooms are available for public gatherings of a civic, cultural, religious, political, educational, or business nature. Direct fund raising or the direct sales of goods or services are strictly prohibited.

RESERVATION POLICY:

Meeting Rooms will be reserved in the following order of priority:

- A. Roanoke County Public Library
- B. Other Roanoke County departments, agencies, boards, committees, and commissions
- C. Organizations affiliated with the Library, i.e., Friends of the Library
- D. State and Federal Government: Officials and agencies [application required]
- E. Non-governmental including civic, cultural, political, religious, educational, training and business groups (application required)

1. The meeting rooms are reserved within each group on a first come, first served basis.
2. Library staff will determine which room may be used, and a group may be moved to a different room if necessary to meet conflicting needs. Some rooms are not available to the general public because of security considerations.
3. An application fee is required. *[See attached "Roanoke County Public Library: Fee Schedule for Facilities."]*
4. Payment must be made before the first meeting. The application fee will be returned only in the event the Library closes unexpectedly. *[see Responsibilities: Cancellations]*
5. The library must receive Meeting Room applications at least 72 hours prior to the meeting. Reservations may not be made by telephone. No reservation is final until a completed application is approved and the application fee is paid. Reservations will not be accepted more than 6 months in advance for the meeting rooms.
6. Granting permission to use Library facilities does not constitute an endorsement of the organization or their members' beliefs by the Library Staff or Board.
7. Library meeting rooms will be available only during normal business hours of the Headquarters Library or Branch libraries. Check with the particular library for a schedule of its hours. Meetings should end fifteen (15) minutes before the library closes.
8. The officer or representative of the organization must be at least 18 years of age. A representative must have written authorization to act on behalf of the requesting organization.
9. The Americans With Disabilities Act (A.D.A.) requires reasonable accommodation. At least 72 hours notice is required. For information or assistance, contact the Library staff.

DEFINITIONS:

For the purposes of this policy, a “for-profit business entity” is defined as any domestic or foreign business organization including, but not limited to, sole proprietorship, partnerships, limited partnerships, limited liability companies, corporations, cooperatives, associations or independent contractors, whether private or public, which is qualified to do business in Virginia and any affiliate or subsidiary thereof and is designed to financially produce a gain from business, investment or capital appreciation over and above expenditures and that this pecuniary gain is distributed to either its owners, members, directors, officers, stockholders, through dividends or some form of distribution.

FEES FOR MEETING ROOM USE:

Fees for the use of library facilities are approved by the Library Board of Trustees and may be revised at any time. For the rates currently adopted, see the attached “*Roanoke County Public Library: Fee Schedule for Facilities.*”

SEATING CAPACITY:

Seating capacity in the meeting rooms are as follows:

- Headquarters Library
 - Large meeting room – 50
 - Small meeting room – 20
- Hollins Branch Library
 - Large meeting room – 90
 - Conference room – 12
- Vinton Branch Library
 - Meeting room - 60
- Glenvar Branch Library
 - Meeting room – 50

NOTE: Seating capacity is reduced when tables are used. Check with the staff to determine the approximate capacity.

REQUIREMENTS:

1. Use of any facility by one organization is limited to 14 times per year, with no more than 2 meetings in any one month. Bookings for the following calendar year will be accepted at the Library’s discretion.
2. The library reserves the right to monitor all meetings held on its premises.
3. Neither the name nor the address of the Roanoke County Public Libraries may be used as the official address or headquarters of an organization. Unless specifically authorized the Library administration or the Board of Trustees, the name or address of the Roanoke County Public Libraries shall not be used as an endorsement either directly or indirectly, or in such a manner or style as to convey that endorsement in any mail, fliers, posters, leaflets, brochures, or other promotional materials.
4. Groups or organizations may not solicit or require donations nor charge tuition or admission at any meeting.
5. No direct sales of products or services or fund raising of any kind may be conducted unless sponsored by the Library.
6. Personal information may not be required from program attendees.
7. Smoking and uses of alcoholic beverages are prohibited in Roanoke County Public Libraries.
8. No fires, flames, or burning of any material is permitted in the Library.
9. Animals are not permitted in the meeting room, with the exception of guide or companion animals or as part of a Library-sponsored program.

A requirement may be waived under special circumstances. In order to be considered for an exemption, a completed Request for Waiver of Meeting Room Requirement(s) form must be submitted with any application. This request form must contain a detailed explanation of the circumstances which the organization feels justify such a waiver. Any legal or ethical rights or duties claimed by participants at a meeting should be specifically referenced and supporting documentation attached.

RESPONSIBILITIES:

1. Cancellations: It is the responsibility of the organization reserving the room to notify its members and the Library staff as soon as possible if a meeting is canceled. A patron will receive a full refund if a room reservation is canceled within seven days of the scheduled date for use of the Meeting Room. In case of an unanticipated closing of the Library, staff will attempt to notify the group's authorized representative. The Library will give a full refund for an unanticipated closing but has no other liability or responsibility.
2. Setting up: One person must be responsible for picking up the key and checklist prior to the meeting. The organization is responsible for setting up the meeting room for use by the group prior to the meeting and returning the meeting room to its original configuration after the meeting. The Library staff is not responsible for either duty. The room must be left in a neat and orderly condition. Failure to do so may result in a custodial fee being charged or may be grounds for denial of future use of the meeting room.
3. Damage: The applicant will assume responsibility for damage to the facility or its contents and will be responsible for the total cost of repair or replacement of any equipment that is damaged, lost, stolen or destroyed.
4. Equipment: At the request of the group, the Library will provide tables, chairs, and equipment which may be used for meetings. Notify the library staff of any equipment requests when making the reservations. The group reserving a meeting room must provide the personnel to properly operate any and all equipment provided by the library.
5. Behavior: The Library may require any group which causes or contributes to an incident that interrupts or disturbs the public in its use of the library to terminate the meeting. The organization also may be denied future use of library meeting rooms. The decision may be appealed to the Library Board of Trustees.
6. Disclaimer: The Library is not responsible for injuries incurred on its premises, or for lost or stolen property. The person or persons to whom a permit to use the meeting room is issued, shall be responsible for any and all damage to County property and shall assume the expense of and indemnify and hold harmless the County, its employees and officers free and against any and all claims, liabilities, judgments, costs, causes of action, judgments, damages and expenses, whether in law or equity or otherwise.

MAKING RESERVATIONS:

Applications for uses of the meeting room are made through each of the individual libraries.

Violations of the aforementioned policies, rules, and responsibilities governing the use of Roanoke County Public Library meeting rooms may result in future denial of the use of said rooms.

These rules are subject to change, without notice, by the Library Board of Trustees.